

**NON-INSTRUCTIONAL
POSITION JUSTIFICATION REQUEST FORM**



Section 1: Type of Request (Check all that apply)

- New Position Salary Adjustment
- Reclassify Existing Position* Change in Appointment Terms Change of Funding Source
- Reclassify Vacant Position* Abolish Existing Position Temporary Position Continuation
- Vacancy/Replacement*

*Attach a finalized position description. Please highlight any new and/or revised duties.

Section 2: Appointment and Funding Details

EMPLOYMENT TYPE: Permanent Temporary

FTE: Full-Time Part-Time Length of Assignment

Term: 12 Months 10 Months 9 Months

Currently Funded: If yes, current Fund Center:

Change to Fund Center, if applicable:

Is this position: Grant Funded E&G Auxiliary

Are there any operational savings or increases in revenues to offset the personnel costs for this position:

If yes, amount of operational savings or projected revenue:

Source of operational savings or projected revenue (e.g., reduction or cancellation of contract services, abolish positions, new fee revenue):

Work Hours: 8:00 AM - 4:00 PM Other:

Section 3: Classification & Compensation

SECTION 3A: CLASSIFICATION

Current Classification/Working Title: Position # (required):

Current Bargaining Unit: Current/Previous Incumbent:

Request By: Anticipated Effective Date:

SECTION 3B: HR CLASSIFICATION REVIEW & COMPENSATION DETAILS (COMPLETED BY HUMAN RESOURCES)

Human Resources Classification Review:

Approved Classification/Working Title:

Does contract require this position to be reviewed for possible reclassification:

COMPENSATION DETAIL							
A.		B.		C.		D.	
Current Annual Salary:		Proposed Annual Salary:		Amount of Increase or Decrease:		% of Increase or Decrease	
Current Annual Benefits:		Proposed Annual Benefits:					

SALARY RANGE		
Hiring Salary Range:		
	MIN	MAX

*Formula to calculate % of Increase or Decrease: C/A=D



Section 4: Justification of Position

Request to fill a vacant position.

Request to meet an emerging need.

What University Strategic Goal(s) are directly aligned with this position? (check which are applicable):

Academic Excellence: This position will directly or indirectly enhance: our competitive excellence; our recruitment and retention efforts; our graduation rates; and/or student research efforts.

Fiscal and Governance Practices: This position will directly or indirectly enhance: our culture of fiscal accountability and continuous improvement; our strategic enrollment management plan; and/or strengthening our funding strategies.

Diversity and Inclusiveness: This position will directly or indirectly enhance: our campus diversity by strengthening and creating new opportunities/programs/partnerships that support inclusion; and opportunities to grow or enhance cultural and global experiences for our students.

Public Service: This position will directly or indirectly enhance: our access mission; and/or our corporate and education partnering and/or our relationships with the local communities.

Student Life: This position will directly or indirectly enhance: our student life experiences by creating programming that integrates with academics; our programs in student leadership, career preparedness and civic engagement; and/or the safety and security of our campus community.

Explain and attach department, college, and/or division strategic plans that support this request.

What is the impact on the University/Department if the position is not approved?

Have you reviewed and exhausted alternate staffing options?

Can the work be eliminated or added to another staff member's job responsibilities?

Can the position be hired at a lower FTE or classification?

Explain why filling the position is the best solution:

Section 5: Recommended to Move Forward with Position Justification Request

Department Chair (if applicable):

Dean/Director/AVP:

President/Division Vice President:

EXECUTIVE STAFF DISCUSSION:

Approved

Disapproved

President: _____
Signature

Date